

TREASURY PROCUREMENT INTERN PROGRAM

A. OBJECTIVE

The Treasury Procurement Intern Program selects and trains highly motivated applicants to become GS-1102-5 and GS-1102-7 entry level interns with the goal of becoming acquisition professionals with a wide range of experience in business. Formal classroom training and rotational on-the-job training (OJT) assignments within the various Treasury bureaus qualify these interns for high performance contracting positions. It takes approximately five years for an entry level contract specialist to acquire the necessary knowledge, skills, and abilities to perform at the journeyman level. However, participants in the Treasury Procurement Intern Program advance at an accelerated pace through a dynamic schedule of both formal classes and OJT. Upon graduation from the program, they are technically capable to compete for higher level work as experienced contract specialists and serve to further enhance the Department's acquisition management workforce.

B. STRUCTURE

The Treasury Procurement Intern Program is a Departmentally-managed, bureau-funded, venture in which the interns are employed by the Departmental Office of Procurement throughout their internship. The Intern Program is managed by a permanently assigned Office of Procurement analyst, who functions as the employee's first line supervisor. Upon successful graduation from the program, interns are eligible for non-competitive placement into acquisition management positions within the bureaus. Interns are often hired in phases to simplify placement at the end of the two-year training program.

C. RECRUITMENT AND SELECTION

Interns are recruited from a variety of sources, including merit promotion from within the Federal Government. Special efforts are also made to attract imminent or recent outstanding scholar graduates from colleges and universities. Interns are selected on a competitive basis with the Department Office of Procurement staff participating in the rating and interview process.

D. INDIVIDUAL DEVELOPMENT PLANS (IDP)

Intern IDP's are established using the Departmental Office IDP format in conjunction with the Federal Acquisition Institute (FAI) IDP format. IDP's specify formal courses and OJT assignments for the two-year internship. Special emphasis is placed on matching the mission and activities of bureaus with the training needs of the interns as they progress through the Program. A target calendar of rotational assignments is initially established. The calendar

exposes the intern to specific experiences to develop acquisition management competencies. The intern IDP's address the following specific factors:

- Overall career objectives, including a general identification of any target positions;
- A specific topical knowledge progression plan including the relevant competencies to be derived from formal and OJT assignments;
- A general description of planned work assignments to include a checklist of training events, job experiences; a list of formal training courses, and a schedule of rotational assignments; and
- Counseling and assessment of the employee's progress toward stated goals.

E. CAREER COUNSELING AND ASESMENT

Regular meetings are held to discuss progress in bureau assignments and the overall program and to resolve any areas of concern. On-site evaluations are frequently conducted throughout the course of the two-year program to gain performance feedback from both the bureau supervisor and the intern. During the course of each rotational assignment, both the bureau supervisor and the intern are given a mid-term and final opportunity to assess the cumulative progress. The evaluations are used to appraise the intern's performance and modify the IDP. Upon graduation from the program with satisfactory performance, an intern is eligible for non-competitive placement into a GS-1102-9 or 11 position, based upon the grade at entry into the internship.

F. NATURE OF DEVELOPMENTAL ASSIGNMENTS

Assignments are selected by considering competency skills to challenge the initiative and ability of the intern. Interns are exposed to a complex and wide variety of OJT experiences and training as specified in the IDP. The degree of difficulty is expected to be above that normally associated with entry level personnel due to the accelerated and intense nature of the Program.

The value of the rotational assignments depends on the ability of the bureaus to offer essential learning experiences and the appropriate guidance and direction. It is important for bureaus to provide assignments for the intern to perform the tasks established in the IDP. Interns are not additional staff resources and are not to be used to meet clerical shortages.

Cross-training and rotational assignments of interns are encouraged outside the procurement function. Field assignments are also encouraged to the extent allowed by funding considerations. Field travel should be scheduled with the approval of the Procurement Intern Program Manager.

G. FORMAL TRAINING

Interns must satisfactorily complete all of the courses outlined in the mandatory curriculum for 1102 series employees within the two-year time frame. The interns are required to achieve a passing score on all designated training in order to continue in the Intern Program. This training,

together with the rotational assignments among bureaus, provides the competencies needed for proficiency in the intern's permanent assignment.

The intern should identify in the IDP, any additional formal training that he or she wants to receive while in the program. An intern's ability to take additional formal training depends on the availability of the course, the availability of funds, and the relationship of the course to the performance of official duties. BCPO's are encouraged to include the interns in any in-house training opportunities while the intern is assigned to his or her bureau.

H. TRAINING WAIVERS

The intern is required to successfully complete work and training assignments before graduation from the Intern Program. However, the Director, Office of Procurement, may waive the training requirement if it is determined, for reasons beyond the intern's control, he or she did not have the opportunity to attend all the required courses.